

Hall of Records  
CommissionREQUIREMENT FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 555PAGE  
NO. 1

1. Requesting Agency

DEPARTMENT OF ECONOMIC &amp; COMMUNITY DEVELOPMENT

2. Division or Bureau of Requesting Agency

Tourist Division

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1

## GENERAL SUBJECT FILE

Size: Letter and legal sizes  
Dates: 1959 --  
Quantity: 24 Legal file drawers  
File Arrangement: Alphabetical by subject or name  
Index: Mss. Index in Secretary's file

The General Subject File is the principal reference file in the Tourist Division. Printed and manuscript material, under 1235 subject headings, relates to tourism with particular emphasis on Maryland.

Material found in any of the three Tourist Division files (Item 1 through 3) is not necessarily outdated by reason of age but may be displaced by later editions and more complete compilations of data. Constant exploration of the files as new material is introduced, enables personnel responsible for the file to update subjects as material is replaced and to remove outdated papers to inactive status prior to destruction.

Inactive papers may be retained in the Record Center under controls showing incidence of reference which will be the governing factor in (1) following the recommended three-year disposal or (2) assigning a longer retention period.

Printed and mimeographed material is considered "Nonrecord" and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: Retain for three years, then destroy.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

Date

Archivist

Date

Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>HISTORICAL FILE</p> <p>Size: Legal and letter size Dates: 1959-- Quantity: 10 Legal file drawers File Arrangement: Chronological and/or alphabetical by subject title (see below) Index File #3 below is indexed in the "Manuscript" Index to Radio Talks" in the Secretary's File</p> <p>File #1 - <u>General Press Releases</u>, 1961--, 4 file drawers, arranged by date. Mimeographed copies of all press releases issued by the Tourist Division; this file is considered the "Record Copy" - Recommendation "A" below.</p> <p>File #2 - <u>Newspaper Clippings</u>, printed and mimeographed brochures, c.1967--, 1 file drawer, arranged by subject - Recommendation "B" below.</p> <p><u>County Reports</u>, Mimeographed copies of Historic Sites Survey, 1962--, 1 file drawer, arranged by County, reports prepared on historic Maryland sites - Recommendation "B" below.</p> <p><u>Special Reports</u>, n.d., 1 file drawer, arranged by title or place. Mimeographed copies of reports prepared on "permanent attractions" in Maryland, including stone bridges - Recommendation "B" below.</p> <p>File #3 - <u>Radio Talks</u>, c.1962--, 3 file drawers arranged alphabetically by title of talk (A-Z). Radio presentations on Maryland subjects - Recommendation "B" below.</p> <p>File #4 - <u>Reading File</u>, 1 file drawer arranged chronologically - Recommendation "B" below.</p> <p>RECOMMENDATION:</p> <p>A. Record copy of press releases, retain permanently.</p> <p>B. "Nonrecord" material, retain only as long as it has value to the operation of the office, then destroy.</p>	

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4.  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

3

PROJECT FILES

Size Legal and letter size  
Dates: c.1964--  
Quantity: 14 Legal size file drawers, 12 small map or  
chart drawers  
File Arrangement: Alphabetical by project, subject or area

This file is composed of printed, manuscript and typed material relating to selected projects and programs under the Director of this office. A considerable amount of general reference material is included as supplementing the several program files.

Material in these files is arranged under the following entries:

File  
Drawers

Calendar of Events - correspondence	1/2
Cities and towns and special events - printed brochures and flyers	1
Maryland Publications - Counties, cities, towns, parks, areas and other	4
Subject File	4
Chesapeake Appreciation Day (CAD)	1
Out-of-State Publications	3
Printing File - Layouts and art work for produc- tion of brochures and other publications, transparencies, photographs and negatives	12 (chart drawers)

Printed or mimeographed material is considered to be "Nonrecord" and may be destroyed as soon as no longer needed by the office. However, material having continuing value to the operation of the office should be retained until such value ceases.

The Recommendation below applies to material found in the Printing File as well as to the other files in this division.

RECOMMENDATION: Retain for three years, then destroy.